HAMPDEN COUNTY REGIONAL RETIREMENT BOARD
67 Hunt Street Suite 116'
Agawam, MA 01001

Executive Director
Responsible for overall management of all office operations, functions and staff. Responsible for proper and consistent implementation of M.G. L. Chapter 32, 840 CMR's, and Board policies, procedures, rules and regulations. Designated Procurement Officer and Keeper of Records. Interacts closely with Board's investment consultant, actuary, legal counsels, outside auditors and other professionals and employees of the retirement board, in conducting the day-to-day business of the Hampden County Regional Retirement System.

Duties and Responsibilities

- Responsible for enforcement of all regulations pertaining to public pension benefits as they pertain to members of the Hampden County Regional Retirement System, as prescribed by MGL chapter 32, PERAC regulations, supplementary regulations of the System, appeal of DALA and CRAB decisions, EEOC decisions, IAB regulations/decisions, IRS and DOR regulations.

- Accurate and timely reporting to Board members of all pertinent information as it relates to the daily administration of the office.

- Preparation of trial balance, receipts, disbursements, journal entries on a monthly and year-end basis

- Preparation of annual office expense budget and monitoring of expenses on a monthly basis.

- Annual submission of membership and financial data to PERAC, Board actuary and auditors.

- Attends monthly Board Meetings and provided information packets for Board Members; assists in preparation of Minutes of Meeting, Findings of Fact, Public Meeting Notices

- Provides review of retirement calculations, refund and transfer payments, final payments issued by the System along with staff and Board payrolls, and expense warrant invoices

- Assists with daily deposits, federal tax withholdings for IRS and submission of all year-end reports to IRS

- Assists with completion of yearly 1099R forms and other federal tax forms including W-2's and 1099 Misc. forms

- Assists with reconciling cash account statements

- Reviews, prepares and issues RFP's in compliance with Chapter 176 of the Acts of 2011

- Responds to public records requests and subpoenas

- Assists in providing retirement counseling to members

- Attends outside retirement seminars as arranged by member units and provides information on retirement process and the system in general at these events

- Initiates transfers of funds between accounts and to PRIT Fund

- Direct, instruct, assist and train office staff directly or by supervision regarding schedules, methods, procedures, regulations, policies, activities or other matters affecting work

- Composes and reviews correspondence with members, retirees, beneficiaries, employers, regulatory agencies, other retirement systems, auditors, actuaries attorneys, custodial institutions and other professional service providers.

- Must maintain the highest level of confidentiality; high degree of accuracy with data and logic essential

Other Duties

- May be required at times to expend physical efforts and to perform maintenance, housekeeping, kitchen and other ancillary duties necessary to the position which involve bending, climbing, kneeling, pushing, pulling and lifting and carrying heavy objects, including, but not limited to office books and supplies, furnishings, files, computer equipment, books, trash receptables, and water cooler bottles.

Knowledge, Skills and Abilities

- Essential qualifications for all levels of public employment are honesty, respect for the law and democratic process, acceptance of responsibility as a matter of public trust for performance of assigned duties and the ability to deal fairly with all persons.

- Excellent written and verbal communication skills

- Ability to plan, delegate, coordinate and communicate activities as team leader

- Comprehensive knowledge, experience and proficiency in use of computers and related business software including word-processing, spreadsheets, area networks and database

- Working knowledge of interactions among various computer programs and ability to recognize computer-generated errors and identify programming problems.

- Comprehensive knowledge and proficiency in application of good account principles and general office procedures of maintain documentation and use of checks and balances.

Requirements

- College or university graduate degree with at lest 4 years of related experience. Ten years of related experience may be substituted for the requirement of a bachelor's degree and 4 years of experience.

- Experienced in use of Microsoft Office applications including but not limited to Word, Excel. Experience and familiarity with retirement software including but not limited to PTG. A thorough knowledge of MGL chapter 32 is required.

Work Schedule

- Monday through Friday 8:00 A.M to 4:00 P.M.

Salary Range: 75,000.00 to 80,000.00

Please email resume to jbartley@hcrb.org by October 29, 2021